**JOB DESCRIPTION**

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| **Agency** | Department of Education | | | **Work Unit** | Casuarina Senior College |
| **Job Title** | Resource Centre Coordinator | | | **Designation** | Administrative Officer 3 |
| **Job Type** | Full Time | | | **Duration** | Fixed from 18/03/2019 to 31/12/2021 |
| **Salary** | $59,748 - $64,482 | | | **Location** | Darwin |
| **Position Number** | 6264 | **RTF** | 159924 | **Closing** | 12/02/2019 |
| **Contact** | Renee Manuel, School Operation Manager on 08 8983 7324 or [renee.manuel@ntschools.net](mailto:renee.manuel@ntschools.net) | | | | |
| **Agency Information** | <http://www.education.nt.gov.au/> | | | | |
| **Information for Applicants** | **Applications must be limited to a one-page summary sheet and an attached detailed**  **resume/cv**. For further information for applicants and example applications: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines) | | | | |
| **Information about Selected Applicant’s Merit** | If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/information-for-applicants) | | | | |
| **Special Measures** | The Northern Territory Public Sector values diversity and aims for a workforce which is representative of the community we serve. Therefore, under an approved **Special Measures** recruitment plan, ATSI applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level. For further information on Special Measures, [click here](http://www.ocpe.nt.gov.au/working_in_the_ntps/filling_ntps_job_vacancies/special_measures) | | | | |
| **Apply Online Link** | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=159924> | | | | |

**Primary Objective:**

The Coordinator facilitates educational support programs for staff and students to promote an effective centre for independent learning. They are required to manage daily administration, financial obligations and room hire within the College’s Resource Centre. The Resource Centre Coordinator will play a key role in supporting the Senior Teacher Supported Learning and general teaching staff to support students in achieving success in their assessment tasks.

**Context Statement:**

Casuarina Senior College (CSC), is an Independent Public School, located in the Darwin Northern Suburbs. CSC has a student enrolment of approximately 950 students, with 25 per cent identifying as Aboriginal. CSC caters for students in Years 10 to 12 by offering a wide range of Stage 1 and 2 NTCET subjects. The College is a Centre for Excellence in the Medical and Health Sciences and STEM areas.  It conducts a High-Performance Sports Program, and an array of Vocational Education and Training qualifications are available. CSC also hosts and supports the Sports Education and Development Australia Program (SEDA).

**Key Duties and Responsibilities:**

1. Perform word processing, data entry, administrative and other tasks to provide administrative support to the learning support unit and teaching staff as necessary
2. Manage the centres library management system to ensure accurate maintenance of resources
3. Facilitate room bookings for students, teachers and external providers, including tutor booking for students
4. Responsible for purchasing and maintaining teaching resources including overdue or damaged resources and student book room sales
5. Provide educational support to individual and small groups of students with an emphasis on supporting research-based learning

**Selection Criteria:**

**Essential:**

1. Knowledge and experience working with students with diverse learning needs in an educational or support environment
2. Experience in supporting students undertaking research-based learning
3. Sound administrative and organisational skills, including tracking and managing work deadlines and adjusting priorities to meet deadlines
4. Demonstrated sound computer literacy skills, including, experience with the effective use of various office applications and databases
5. Sound written and oral communication and interpersonal skills including the ability to interact effectively with people from diverse cultures and work well with a wide range of people with tact and discretion
6. Demonstrated experience in the management of cash and purchasing including receipting and banking monies

**Desirable:**

1. Successful completion or substantial progression to gain a Certificate IV Educational Support or similar

## Current First Aid Qualification or ability to obtain

1. Experience with library management software

**Further Information:** The successful applicant must have a current Working with Children or the ability to obtain.

**Approved: 29 January 2019 Glenn Dixon, Principal**